

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170-1891

734-459-4740 FAX 734-454-9303

www.35thdistrictcourt.org

JOHN E. MACDONALD
CHIEF DISTRICT JUDGE

RONALD W. LOWE
DISTRICT JUDGE



MICHAEL J. GEROU
CHIEF JUDGE PRO TEM

DEBRA KUBITSKEY
COURT ADMINISTRATOR

Clerical Supervisor

General Summary: Under the supervision of the Court Administrator, serves as supervisor to the assigned clerical staff involved in processing civil, criminal and traffic cases. Provides assistance to law enforcement officers, attorneys, defendants and court patrons. When necessary, performs work of staff supervised and assists staff with case processing, problems and issues. Performs personnel management functions (orientation, training, staff assignments, etc) for clerical staff. Assists Court Administrator with required reports to State of Michigan as directed. Serves as agency coordinator to LEIN Field Services and to Secretary of State. The successful candidate will possess leadership, communication, technical/organizational and supervisory skills.

Education: Associates degree required. Extensive experience in lieu of degree will be considered. Previous knowledge of court related procedures/experience preferred. Ability to understand and follow instructions, establish priorities, work independently and establish and maintain effective relationship with co-workers and the public. Must be able to maintain confidential information.

Experience: A minimum of 5 years in a district court or closely related setting is required. A minimum of 3 years progressively responsible supervisory experience preferred.

Salary: \$44,000.00

Work hours: 8:30a-4:30p.- Monday through Friday.

Benefits: This is a full time position with medical, optical and dental benefits.

Resumes should be submitted to: Debra Kubitskey, Court Administrator, 660 Plymouth Rd., Plymouth, MI 48170. Deadline: June 16, 2006 .

The 35th District Court is an Equal Opportunity Employer.